



COUNTY OF LOS ANGELES

Public Health

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January 10, 2013

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **REQUEST TO AMEND EXISTING INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT WORK ORDER 04-2348**

This is to notify you of the intent of the Department of Public Health (DPH) to request the Internal Services Department (ISD) to amend the Information Technology Support Services Master Agreement (ITSSMA) Work Order 04-2348 with Totalis Consulting Group, Inc., to extend the term through September 30, 2013 and increase the total maximum amount by \$74,472 from \$265,503 to \$339,975.

DPH's mission is to protect health, prevent disease, and promote health and well-being. In order to achieve this, DPH administers a diverse set of programs that are highly specialized and have unique requirements for automation support, data collection, and information management.

The scope of work for this amendment is to continue support of a number of application projects, in different stages of development, which require the expertise of the principal level Software Engineer to continue work on the software technical design of the applications. Additionally, the Software Engineer will also continue to perform peer code reviews of applications and SQL servers, ensure software designs meet DPH development standards and architecture, and consult with Public Health Information Systems (PHIS) operations regarding infrastructure, configurations, and deployment requirements.

Justification

DPH currently does not have sufficient staff with the requisite technical skills or knowledge to perform the required functions listed above. The Software Engineer possesses highly specialized training and an intimate knowledge of DPH's existing applications and is needed to support existing and planned application projects and to mentor and train DPH staff. Additionally, DPH requires more time to fill vacant FTE and new contractual positions to stabilize DPH's Application Development team. If this amendment is not approved, this will leave DPH with very limited resources and current development projects will be compromised.

The consultant's hourly rate for this Work Order will remain the same through the extended term of the Work Order. Sufficient funds for this initiative are available in DPH's FY 2012-13 budget. DPH will not request any additional time extensions or increases in dollar amounts for this Work Order.

Each Supervisor
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Notification Timeline

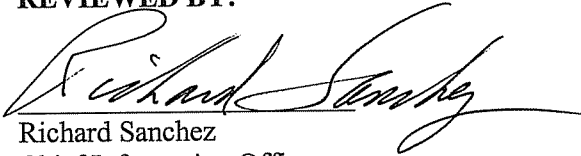
Consistent with ITSSMA policies and procedures, I am informing your Board of my intention to extend the term of this Work Order and increase the maximum dollar amount for a final time. If no objection is received from your Board within ten business days upon receipt of this Board notification, I will request ISD to proceed with the amendment of this Work Order.

If you have any questions or would like additional information, please let me know.

JEF:jg

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Chief Information Officer
Director, Internal Services Department

REVIEWED BY:


Richard Sanchez
Chief Information Officer

1-15-13
Date